


HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: December 19, 2023

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Sheriff	(5) Civilian Jailers  (4 New Positions)	CWA: \$23.97/hour	✓	
Juvenile Detention	Temporary Youth Worker	Wage Plan: \$21.41/hour	✓	

  
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Chairman, Board of Supervisors



## Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER  
P. O. BOX 3715 SIOUX CITY, IOWA 51102

Chad Sheehan, SHERIFF

PHONE: 712.279.6010  
E-MAIL: [csheehan@woodburycountyiowa.gov](mailto:csheehan@woodburycountyiowa.gov)  
FAX: 712.279.6522

December 11th, 2023

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for one (1) Correctional Officer positions, effective December 20th, 2023. We request this be placed on the agenda for Tuesday December 19th, 2023, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad Sheehan', with a long horizontal flourish extending to the right.

Chad Sheehan, Sheriff

cc: file

## Lisa Anderson

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**From:** Todd Harlow  
**Sent:** Friday, December 8, 2023 11:43 AM  
**To:** Stacy Ritchie; Lisa Anderson  
**Cc:** Mary Feiler; Randy Uhl; Lee Blanchard; Melissa Thomas  
**Subject:** 4 New positions  
**Attachments:** Authorization to Hire.doc

Good morning,

Please place this on the BOS agenda for action on December 19<sup>th</sup>.

Thank you.

"Success is not final; failure is not fatal: It is the courage to continue that counts." -*Winston S. Churchill*

*Capt. Jodd Harlow*

Jail Administrator

NJLCA #30

Woodbury County Sheriff's Office

407 7<sup>th</sup> St

Sioux City, Iowa 51101

Pbx: 712 279-6040 ext 5041

Fax: 712 279-6047

## Melissa Thomas

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**From:** Ryan Weber  
**Sent:** Thursday, November 30, 2023 10:09 AM  
**To:** Jesse Lieber; Melissa Thomas  
**Cc:** Marie Thomas  
**Subject:** RE: Resignation

I am requesting to keep the Temporary position and requesting to hire a male or female to replace CA.

Thank you

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**From:** Jesse Lieber <jlieber@woodburycountyiowa.gov>  
**Sent:** Wednesday, November 29, 2023 7:43 PM  
**To:** Melissa Thomas <melissathomas@woodburycountyiowa.gov>  
**Cc:** Ryan Weber <rweber@woodburycountyiowa.gov>; Marie Thomas <mthomas@woodburycountyiowa.gov>  
**Subject:** FW: Resignation